

7a Notifications and Requests for the PI

The Notifications and Requests section is a part of the Research Administration module of FastLane. This section of FastLane section has many functions and features, which will be explained in detail later. Chapter 7a is to be used by a PI only. SPOs should use Chapter 7b for all notifications and requests.

To gain access to the Notifications and Requests section the PI needs to complete the following steps:

1. Login to FastLane.
2. The *What Do You Want To Work On Screen* (Figure 1) will appear.

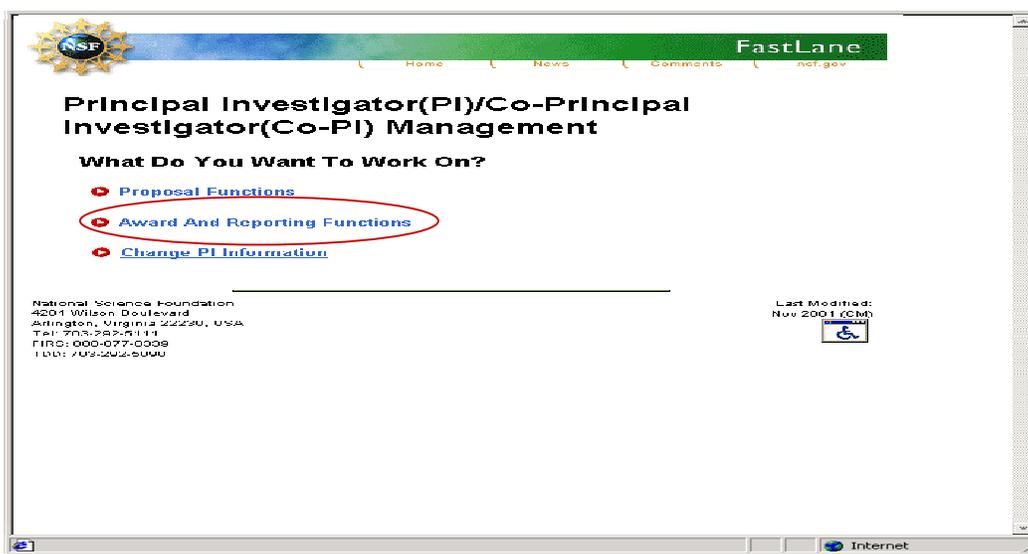


Figure 1. What Do You Want to Work On Screen

3. Click **Award and Reporting Functions** (circled in Figure 1).
4. The *Award and Reporting Functions Screen* (Figure 2) will appear.
5. Click on **Notifications and Requests** (circled in Figure 2).

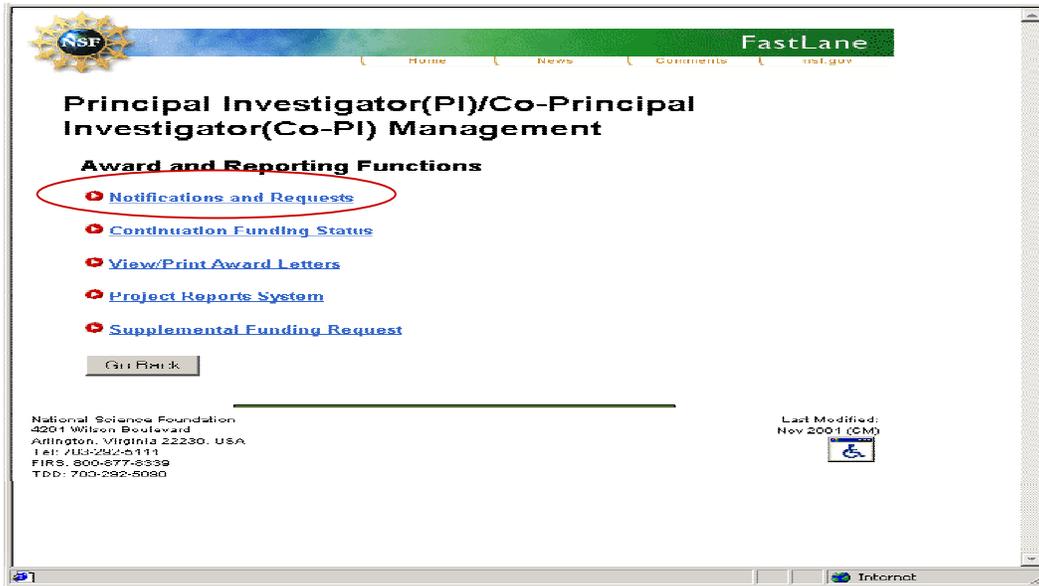


Figure 2. Award and Reporting Functions Screen

6. The *Prepared by PI Tab Screen* (Figure 3) will appear.

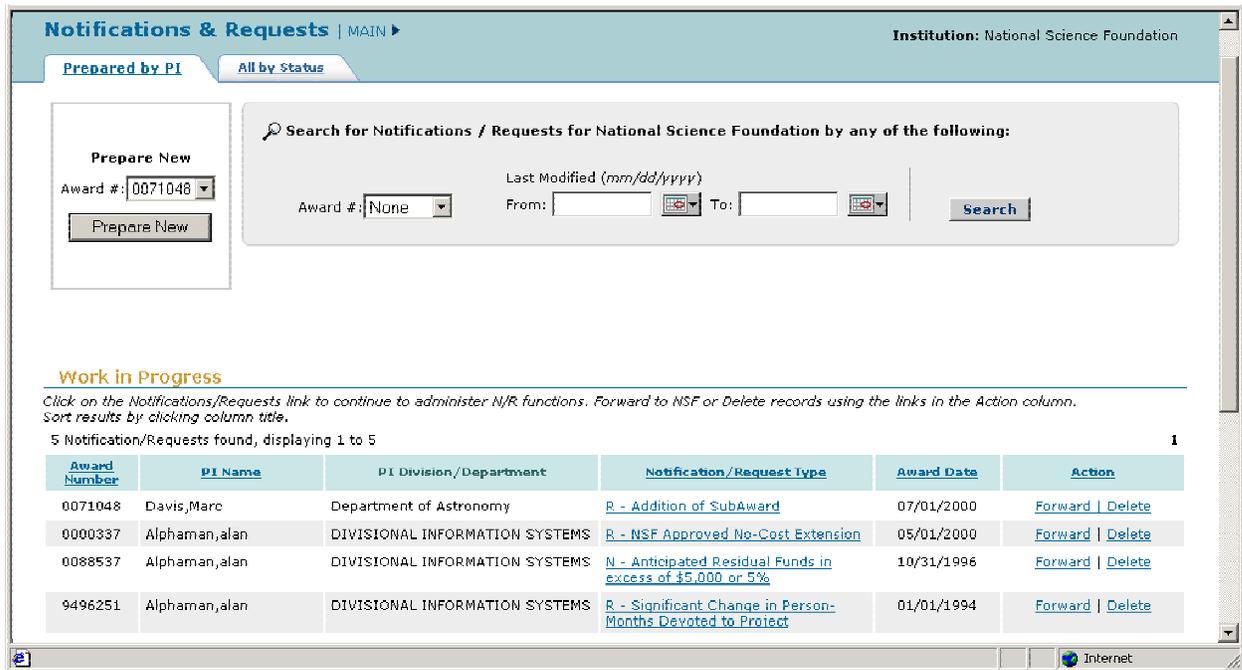


Figure 3. Prepared by PI Tab Screen

7. You are ready to begin using the Notifications and Requests section. Two tabs found in the Notifications and Requests section are:
 - Prepared by PI
 - All by Status

Each tab has its own functionality/features and is explained in the succeeding sections of Chapter 7a.

Prepared by PI

The *Prepared by PI Tab* page (Figure 4) displays notifications and requests that are have been created as well as provides functions to create a notification or request. Documents are listed by the following column title criteria:

- Award Number
- PI Name
- Division/Department
- Notification/Request Type
- Forwarded Date.

Click on the column title to sort the documents by criteria.

Each work in progress in the Notification/Request Type column will begin with an N or R meaning whether the document is a Notification or a Request.

Action (function circled in Figure 4) allows the PI to forward and delete each work directly from this screen.

The screenshot shows the 'Prepared by PI' tab in the Research Administration system. The page header includes 'Notifications & Requests | MAIN' and 'Institution: National Science Foundation'. Below the header, there are two tabs: 'Prepared by PI' (selected) and 'All by Status'. A search bar is present with the text 'Search for Notifications / Requests for National Science Foundation by any of the following:'. Below the search bar, there are input fields for 'Award #', 'Last Modified (mm/dd/yyyy)', 'From', and 'To', along with a 'Search' button. On the left side, there is a 'Prepare New' section with an 'Award #' dropdown menu and a 'Prepare New' button. Below the search and prepare sections, there is a 'Work in Progress' section with a link to 'Click on the Notifications/Requests link to continue to administer N/R functions. Forward to NSF or Delete records using the links in the Action column. Sort results by clicking column title.' Below this, it says '5 Notification/Requests found, displaying 1 to 5'. The main content is a table with the following columns: 'Award Number', 'PI Name', 'PI Division/Department', 'Notification/Request Type', 'Award Date', and 'Action'. The 'Action' column is circled in red. The table contains five rows of data.

| Award Number | PI Name | PI Division/Department | Notification/Request Type | Award Date | Action |
|--------------|---------------|--------------------------------|--|------------|------------------|
| 0071048 | Davis,Marc | Department of Astronomy | R - Addition of SubAward | 07/01/2000 | Forward Delete |
| 0000337 | Alphaman,alan | DIVISIONAL INFORMATION SYSTEMS | R - NSF Approved No-Cost Extension | 05/01/2000 | Forward Delete |
| 0088537 | Alphaman,alan | DIVISIONAL INFORMATION SYSTEMS | N - Anticipated Residual Funds in excess of \$5,000 or 5% | 10/31/1996 | Forward Delete |
| 9496251 | Alphaman,alan | DIVISIONAL INFORMATION SYSTEMS | R - Significant Change in Person-Months Devoted to Project | 01/01/1994 | Forward Delete |

Figure 4. Prepared by PI Tab

Search for Notifications and Requests

The search function in Figure 4 (highlighted in Figure 5) provides users with the capability to search a date range and other information. Options in this search function include:

- **Award #.** Drop down menu containing award numbers.
- **PI Last Name.** Drop down menu containing all PI awards in the work in progress list.
- **Division/Department.** Enter a department or division name.
- **Date Range.** Use the calendar function to select an appropriate range of dates or enter the data in mm/dd/yyyy format. Dates are based on the modification made to a Notification or Request.

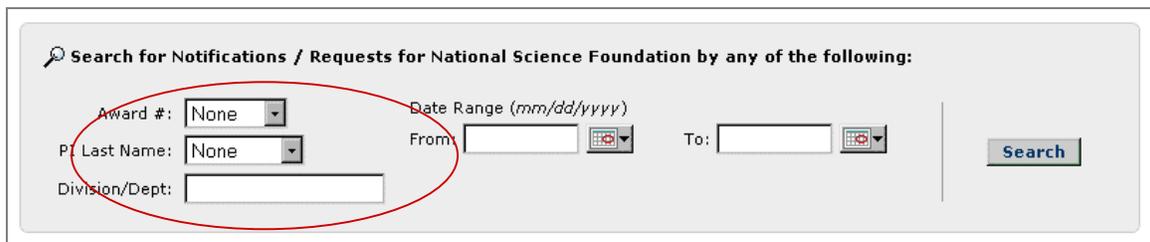


Figure 5. Search function

Once you are satisfied with your criteria, click **Search**. An updated list will appear (Figure 4).

To view on a particular document, click on the corresponding Notification/Request Type for each work in progress. The *View Notification/Request Page* will appear (Figure 6). Any Notification and Request view action will display a screen similar to the screen found in Figure 6. For each document forwarded by a PI, the SPO can perform the following actions:

- Modify
- Forward to SPO
- Delete. Click on Cancel to return to the Forwarded by PI Tab (Figure 1).

Actions to Notifications/Requests

Modify. Any Notification and Request Modify action will display a screen similar to the screen found in Figure 6. The following generic steps are used when you wish to modify:

1. Click **Modify** (circled in Figure 6) to alter displayed information.
2. A *Modify Notification/Request Screen* (Figure 7) will appear showing all data that can be modified.
3. Modify the text boxes or fields by deletion or addition of data

4. Click **Save**. Click **Cancel** to go back to the *View Notification/Request Page* (Figure 6).



Figure 6. View Notification/Request Page (Modify)

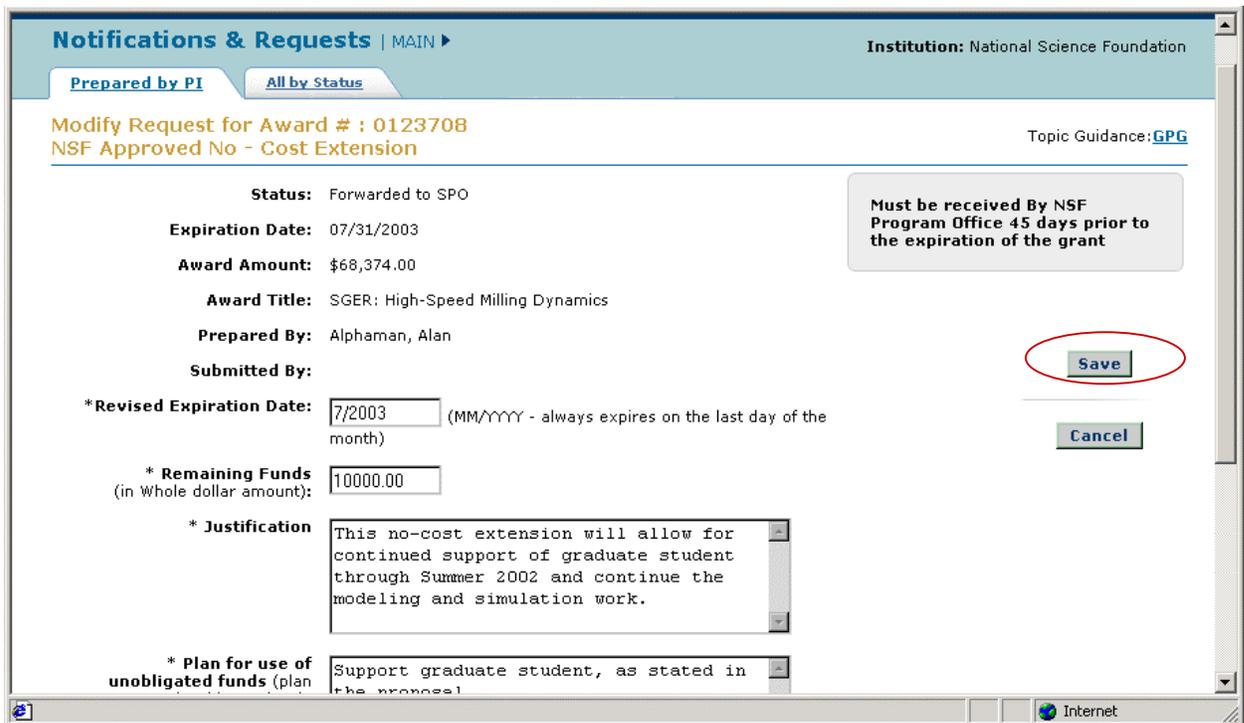


Figure 7. Modify Notification/Request

Forward to SPO. Any Notification and Request Forward to SPO action will display a screen similar to the screen found in Figure 8. The following generic steps are used when you wish to Forward to SPO:

1. Click **Forward to SPO** (circled in Figure 8) to change the status of the document from Work in Progress to Submitted to NSF.
2. A *Forward Notification/Request Confirmation Screen* (Figure 9) will appear and ask if you are sure about your action. Click **Forward to SPO** to continue with the action.
3. Click **Cancel** to go back to the *View Notification/Request Page* (Figure 8).

A Notification/Request can be forwarded to the SPO without viewing the View Notification Request Page (Figure 6). Click **Submit** on the *Prepared by PI Screen* (Figure 4) to go directly to the *Submit Notification/Request Screen* (Figure 9).

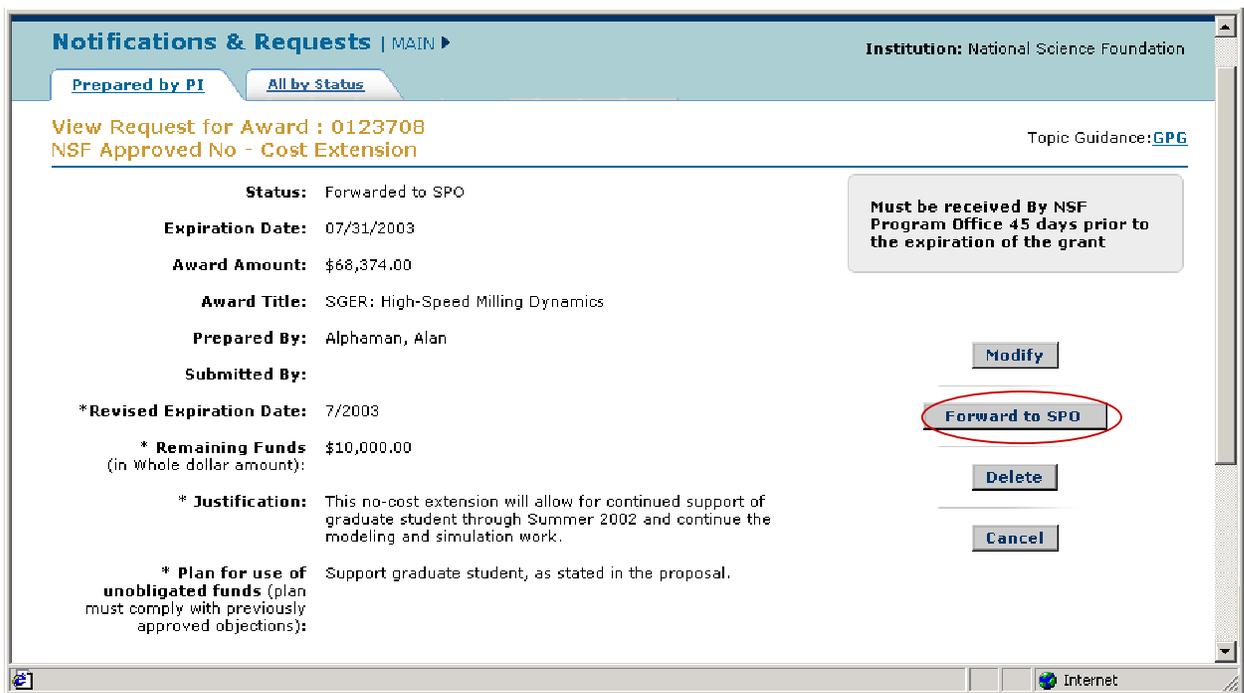


Figure 8. View Notification/Request Page (Forward to SPO)



Figure 9. Confirmation Screen

Delete. Any Notification and Request Delete action will display a screen similar to the screen found in Figure 10. The following generic steps are used when you wish to delete:

1. Click **Delete** (circled in Figure 10) to remove the Notification/Request document from the Work in Progress section.
2. A *Delete Notification/Request Screen* (Figure 11) will appear and ask if you are sure about your action. Click **Delete** to continue with the action.
3. Click **Cancel** to go back to the *View Notification/Request Page* (Figure 9).

A Notification/Request can be deleted without viewing the View Notification Request Page (Figure 9). Click **Delete** on the *Forwarded by PI Screen* (Figure 1) to go directly to the *Delete Notification/Request Screen* (Figure 11).



Figure 10. View Notification/Request Page (Delete)

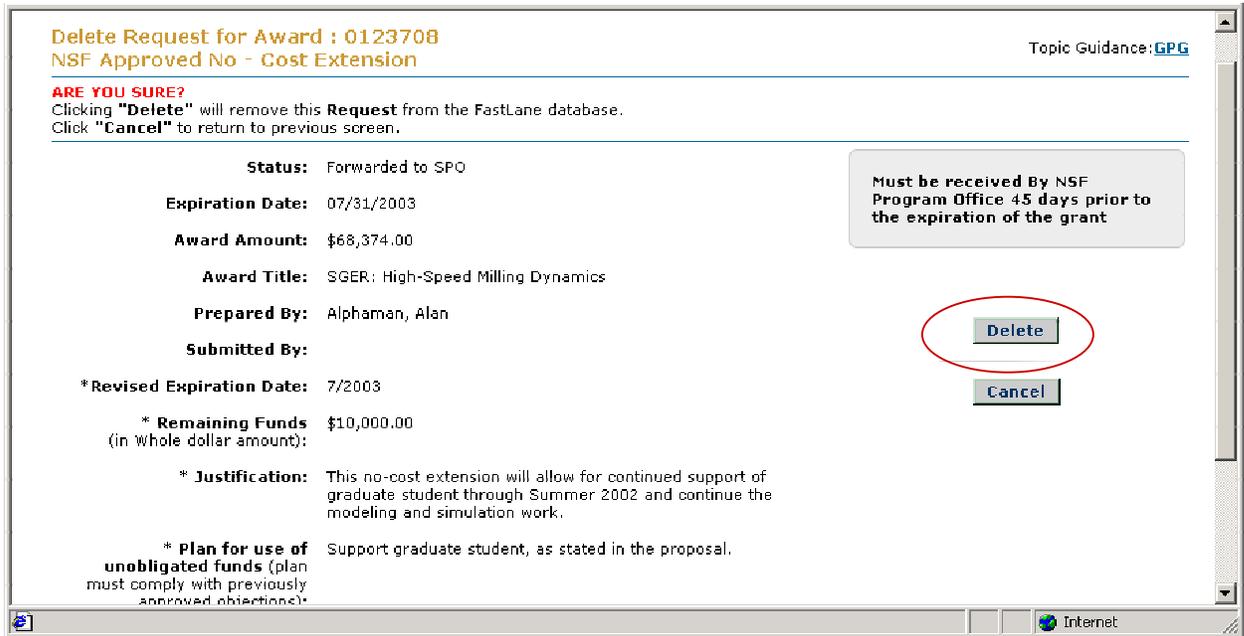


Figure 11. Delete Notification Request

Prepare New Notification and Request

To create a new notification or request, complete the following steps:



1. The **Prepare New** action (Figure 4), found in Figure 12, allows the PI to create a new notification or request based on a specific award number.
2. Select an applicable award number from the drop down menu. Awards that belong to the user will be shown here.

Figure 12. Prepare New Action

3. Click **Prepare New**.
4. The *Select the Notification or Request Type* Page (Figure 13) will appear.
5. Click on the desired Notification or Request Type radio button and click **Prepare**.

Or

Click **Cancel** to return to the *Prepared by PI Tab* (Figure 4).

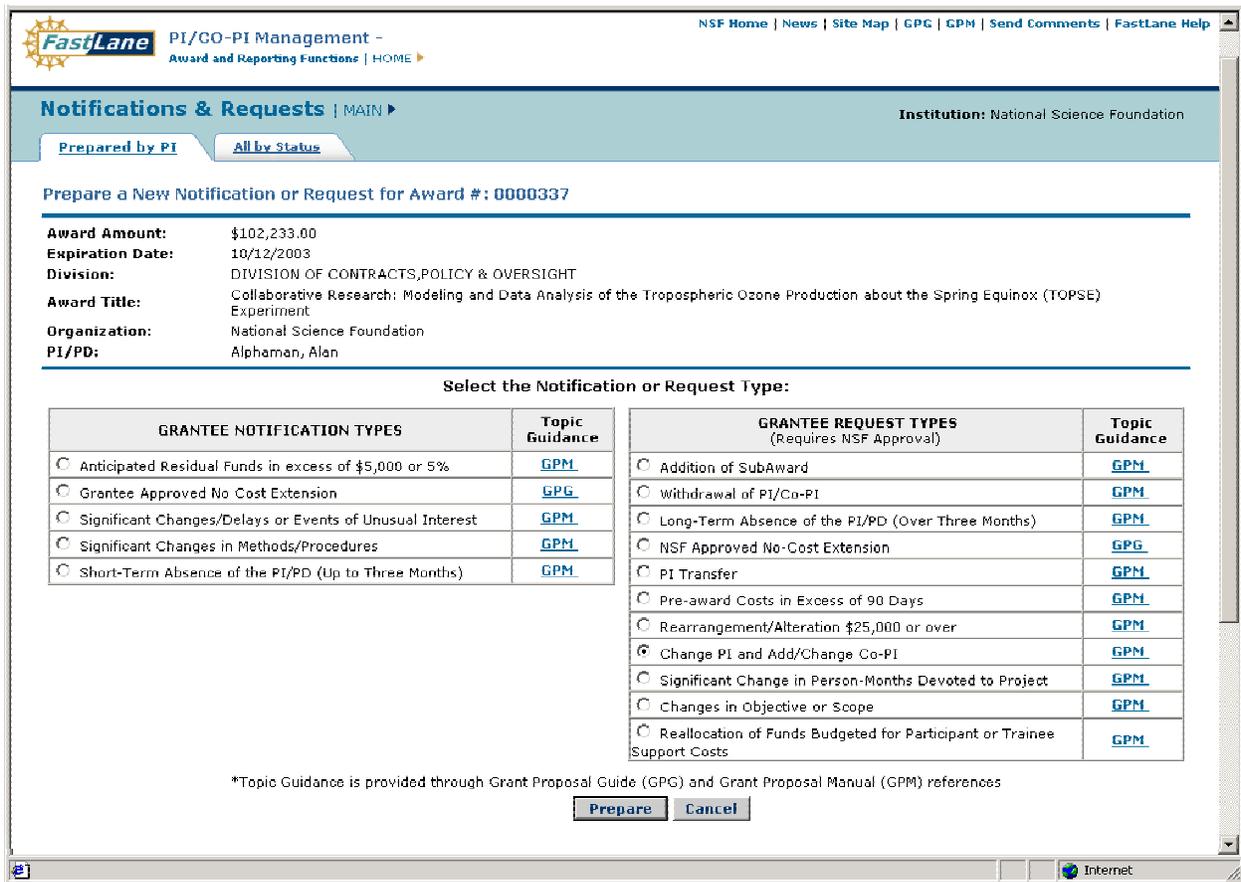


Figure 13. Select the Notification or Request Type

6. Click on **GPM** or **GPG** to view detailed information on each notification or request type from the Grant Policy Manual (GPM) or Grant Proposal Guide (GPG).

Detailed directions for completing each of these various actions are found in *Notification/Request Input Screens* (beginning on Page 7a-6).

Notification/Request Input Screens

Grantee Notification Types

Anticipated Residual Funds in excess of \$5,000 or 5%

Whenever the amount of Federal funds authorized by an NSF grant is expected to exceed the requirements of the project, as outlined in the approved proposal, by more than \$5,000 or 5 percent of the grant amount, whichever is greater, the grantee will promptly notify the NSF Program Officer. Create this notification by completing the following steps:

1. Click on *Anticipated Residual Funds in excess of \$5,000 or 5%* radio button from the Select Notification or Request Type Screen (Figure 13) and click **Prepare**.
2. The *Anticipated Residual Funds in Excess of \$5,000 or 5% Grantee Notification Screen* (Figure 14) will appear.
3. Enter the Excess Funds into the required field using the greater number concerning \$5,000 or 5%.
4. Enter in the Justification for the Anticipated of Residual Funds.
5. Click on **Save**. A version of the *View Notification Request Page Screen* (Figure 6) will appear. Follow the same directions found in the *Actions to Notifications/Requests* Section (found on Page 7a-4) to Modify, Delete, or Forward to SPO.

Or

Click **Cancel** to return to the *Select the Notification or Request Type* Page (Figure 13).

Modify Notification for Award # : 9996340
Anticipated Residual Funds in excess of \$5,000 or 5% (Whichever is greater) Topic Guidance: [GPM](#)

Status: New

Expiration Date: 12/31/2002

Award Amount: \$200,000.00

Award Title: CAREER: Transcending the Limits to ILP Processing

*Excess Funds: (in whole dollar amount)

*Justification for Anticipated Residual Funds:

Save

Cancel

Figure 14. Anticipated Residual Funds in Excess of \$5,000 or 5% Grantee Notification

Grantee Approved No Cost Extension

The Grantee Approved No Cost Extension is a one-time extension of the expiration date of the grant of up to 12 months if additional time beyond the established expiration date is required to assure adequate completion of the original scope of work within the funds already made available. The following conditions apply:

1. The one time extension may not be exercised merely for the purpose of using unliquidated balances.
2. The grantee shall notify NSF, providing supporting reasons for the extension and the revised expiration date, at least ten days prior to the expiration date specified in the grant to ensure accuracy of NSF's grant data.
3. All grantee-approved extension notifications must be submitted via the FastLane system.
4. For grantee-approved extensions, no amendment will be issued.

The following actions are made to complete this notification:

1. Click on *Grantee Approved No Cost Extension* radio button from the Select Notification or Request Type Screen (Figure 13) and click **Prepare**.
2. The *Grantee Approved No Cost Extension Screen* (Figure 15) will appear.

The screenshot shows a web-based form titled "Modify Notification for Award # :9984478 Grantee Approved No-Cost Extension". The form includes the following fields and controls:

- Status:** New
- Expiration Date:** 12/31/2003
- Award Title:** CAREER: Microstructure Evolution and Interfacial Reaction Paths in Cu Alloy Thin Films
- * Revised Expiration Date:** A text input field with a placeholder "(MM/YYYY - Always expires on the last day of the month)".
- * Justification for Grantee Approved No-Cost Extension:** A large text area containing the note: "(Note: This one time extension may not be exercised merely for the purpose of using the unliquidated obligation)".
- Buttons:** "Save" and "Cancel" buttons are located on the right side of the form.

Figure 15. Grantee Approved No Cost Extension Grantee Notification

3. Enter in the Revised Expiration Date.

4. Enter the Justification for Grantee Approved No-Cost Extension.
5. Click on **Save**. A version of the *View Notification Request Page Screen* (Figure 6) will appear. Follow the same directions found in the *Actions to Notifications/Requests* Section (found on Page 7a-4) to Modify, Delete, or Forward to SPO.

Or

Click **Cancel** to return to the *Select the Notification or Request Type* Page (Figure 13).

Significant Changes/Delays or Events of Unusual Interest

Completing this notification allows the user to inform NSF in the event there are problems, delays or adverse conditions that will materially affect the ability to attain the objectives of the project or to meet such time schedules as may have been promised. The following actions are made to complete this notification:

1. Click on *Significant Changes/Delays or Events of Unusual Interest* radio button from the Select Notification or Request Type Screen (Figure 13) and click **Prepare**.
2. The *Significant Changes/Delays or Events of Unusual Interest Grantee Notification Screen* (Figure 16) will appear.
3. Describe the significant changes/delays or events that affect the project in the first text box.
4. Provide a statement on the impact of the project in the second text box.
5. Click on **Save**. A version of the *View Notification Request Page Screen* (Figure 6) will appear. Follow the same directions found in the *Actions to Notifications/Requests* Section (found on Page 7a-4) to Modify, Delete, or Forward to SPO.

Or

Click **Cancel** to return to the *Select the Notification or Request Type Page* (Figure 13).

Modify Notification for Award # : 9996340
Significant Changes/Delays or Events of Unusual Interest
(Other than changes in objective or scope) Topic Guidance: [GPM](#)

Status: New
Expiration Date: 12/31/2002
Award Title: CAREER: Transcending the Limits to ILP Processing

* Description of Changes/Delays or Event:

* Impact on the Project:

Save
Cancel

Internet

Figure 16. Significant Changes/Delays or Events of Unusual Interest Grantee Notification

Significant Changes in Methods/Procedures

NSF believes that the PI, operating within the established policies of the grantee organization, should feel free to pursue interesting and important leads that may arise during the conduct of the research project or to adapt an alternative approach which appears to be a more promising means of achieving the objectives of the project. Such changes that are significant in methods or procedures should be reported to the NSF. Complete the following actions:

1. Click on *Significant Changes in Methods/Procedures* radio button from the Select Notification or Request Type Screen (Figure 13) and click **Prepare**.
2. The *Significant Changes in Methods/Procedures Grantee Notification Screen* (Figure 17) will appear.
3. Enter the description of change(s) in methods/procedures in the text box.
4. Click on **Save**. A version of the *View Notification Request Page Screen* (Figure 6) will appear. Follow the same directions found in the *Actions to Notifications/Requests Section* (found on Page 7a-4) to Modify, Delete, or Submit to NSF.

Attention: For this Notification, the PI can send directly to NSF. The **Submit to NSF** button replaces the **Forward to SPO** button.

Or

Click **Cancel** to return to the *Select the Notification or Request Type Page* (Figure 13).

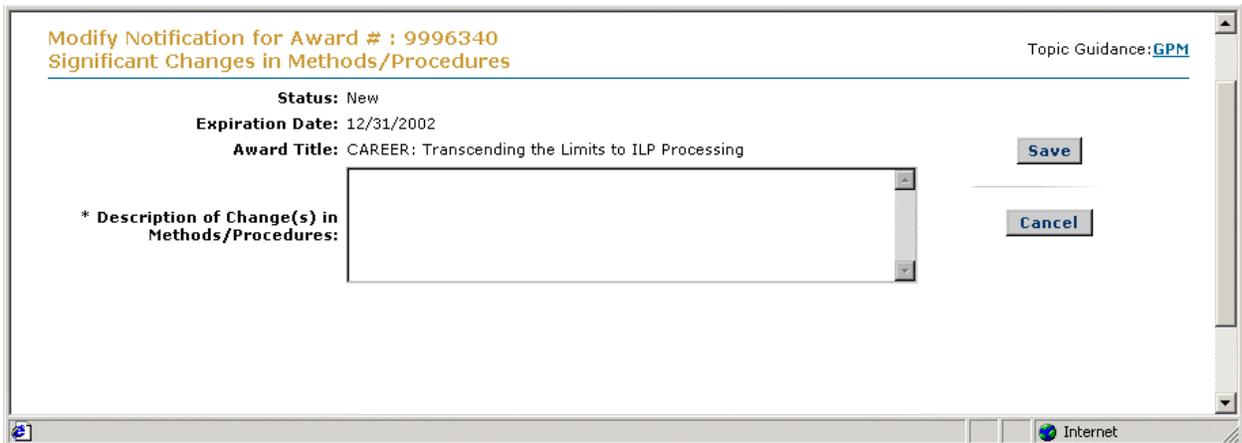


Figure 17. Significant Changes in Methods/Procedures Grantee Notification

Short-Term Absence of the PI/PD (Up to Three Months)

This notification should be made to the grantee notification when the PI/PD will be absent from the project for short periods up to three months. The following conditions are required for this notification:

1. This notification is mandatory when a PI will not be able to fulfill his/her duties for up to three months. For absences over three months, a Long Term Absence of PI/PD (Over Three Months) should be completed.
2. The grantee shall notify the NSF Program Officer of arrangements for conduct of the project during the PI/PD's temporary absence.

Complete the following actions for the notification:

1. Click on *Short-Term Absence of the PI/PD (Up to Three Months)* radio button from the Select Notification or Request Type Screen (Figure 13) and click **Prepare**.
2. The *Short-Term Absence of the PI/PD (Up to Three Months) Grantee Notification Screen* (Figure 18) will appear.
3. Enter the *From Date* and *To Dates* of the PI absentee period. The *From Date* should be less than the *Absence To Date*. The difference between the *From Date* and *To Date* should be less than 3 months.
4. Enter Justification for Short-Term Absence of the PI/PD and Arranges for Conduct of Project During PIs Absence in the provided text boxes.
5. Click on **Save**. A version of the *View Notification Request Page Screen* (Figure 6) will appear. Follow the same directions found in the *Actions to Notifications/Requests* Section (found on Page 7a-4) to Modify, Delete, or Submit to NSF.

Attention: For this Notification, the PI can send directly to NSF. The **Submit to NSF** button replaces the **Forward to SPO** button.

Or

Click **Cancel** to return to the *Select the Notification or Request Type* Page (Figure 13).

Modify Notification for Award : 9996340
Short-Term Absence of the PI/PD (Up to Three Months) Topic Guidance: [GPM](#)

Status: New

Expiration Date: 12/31/2002

Award Title: CAREER: Transcending the Limits to ILP Processing

***From Date:** (mm/dd/yyyy)

***To Date:** (mm/dd/yyyy)

***Justification for Short-Term Absence of the PI/PD:**

***Arrangements for Conduct of Project During PIs Absence:**

Internet

Figure 18. Short-Term Absence of the PI/PD Grantee Notification

Grantee Request Types

All Grantee Request Types require NSF approval.

Addition of SubAward

Excluding the procurement of items such as commercially available supplies, materials, equipment, or general support services allowable under the grant, no significant part of the research or substantive effort under an NSG grant may be contracted or otherwise transferred to another organization without prior NSF authorization. The intent to enter into such arrangements should be disclosed in the proposal submission.

The *Request for Addition of SubAward Screen* provides the user with current SubAward requests that have a status of Forwarded, In Progress, and Submitted as well as form preparation abilities. The following conditions apply to this request:

1. Forms with a * are required in order to complete an *Addition of SubAward Form Preparation Request*.
2. At a minimum the following forms must be completed:
 - a. a clear understanding of the work to be performed
 - b. the basis for selection of the subawardee
 - c. a separate budget for each subaward
3. Each individual section can be displayed by clicking on the corresponding “GO” button, and will display a saved date upon submission

Complete the following steps for an Addition of SubAward:

1. Click on *Addition of SubAward* radio button from the Select Notification or Request Type Screen (Figure 13) and click **Prepare**.
2. The *Request for Addition of SubAward Screen* (Figure 19) will appear.

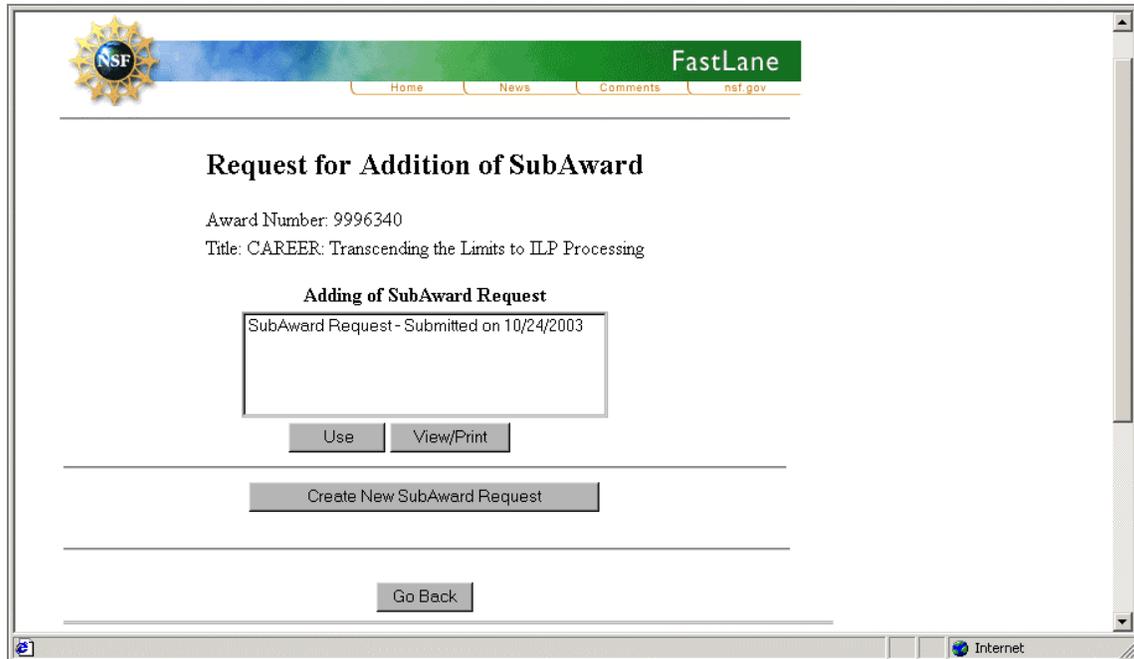


Figure 19. Request for Addition of SubAward

3. Existing SubAward Requests will be present in the text box.

4. Click on **Use** to use a previously written request

Or

View/Print to see the existing request

Or

Create New SubAward Request. The *Addition of SubAward Form Preparation Page* (Figure 20) will appear.

5. Click on the appropriate **GO** to complete the form. Detailed descriptions of each form are discussed in succeeding sections.

Or

Click **Delete This Request** to delete the request.

Or

Click **Go Back** to return to the *Request for Additional SubAward Screen* (Figure 19).

Addition of SubAward

Award Number: 9996340
Title: CAREER: Transcending the Limits to LLP Processing

Form Preparation

To prepare a form, click on the appropriate button below.
You must complete the forms with the * (required), in order to Submit the request.

| Form | Saved | Form | Saved |
|---|-------|--|-------|
| <input type="button" value="GO"/> Description of work to be performed * | N/A | <input type="button" value="GO"/> Justification for Subawardee selection * | N/A |
| <input type="button" value="GO"/> Budgets (Including Justification) * | N/A | <input type="button" value="GO"/> Supplementary Docs | N/A |
| <input type="button" value="GO"/> Add/Delete Senior Personnel (other than PI/Co-PI) | N/A | | |

Please fill out the required forms.

Internet

Figure 20. Addition of SubAward Form Preparation

Description of Work to Be Performed

This preparation selection requires the uploading of the document directly to the page. Complete the following steps:

1. Click **GO** on *Description of Work to Be Performed*.
2. The *Description of Work to Be Performed* section (Figure 21) will appear.
3. Enter the path name of the file into the available field

Or

Click **Browse...** to locate a document by searching through available files.

4. Click **Upload File**.

The screenshot shows a web browser window with the following content:

- A warning box at the top: "You must have the Adobe Acrobat viewer installed on your computer in order to display PDF files. If you do not have the viewer installed, refer to [Using Adobe Acrobat Reader for Printing](#) for information on locating and installing the viewer."
- The main heading: "Description of Work to be performed"
- A red announcement: "NEW! File uploads no longer have to be in PDF format!"
- Text: "In addition to PDF files, users can now upload a variety of word-processor files and PostScript files. These files will automatically be converted to PDF format."
- Text: "Follow this link for a list of [Supported file formats](#) (Opens new window)."
- Text: "Follow this link for [New Upload Instructions](#) (Opens new window)."
- Text: "Enter the name and location of the file to upload or click on the **Browse...** button to select the file to upload"
- A text input field.
- A "Browse..." button.
- An "Upload File" button.
- A "Go Back" button.

The browser's status bar at the bottom shows "Internet".

Figure 21. Addition of SubAward (Description of Work to Be Performed)

Budgets (Including Justification)

Use the following steps to complete the form:

1. Click **GO** on *Budgets (Including Justification)*.
2. The *Budgets (Including Justification) Page* (Figure 22) will appear.
3. Select the specific organization.
4. Click (depending on your request) **Use**

Or

Delete

Or

Change Organization ID

Or

Change SubContract PI

4. Click **Add New Org** to create a new name to modify in the Budget Organization Selector.

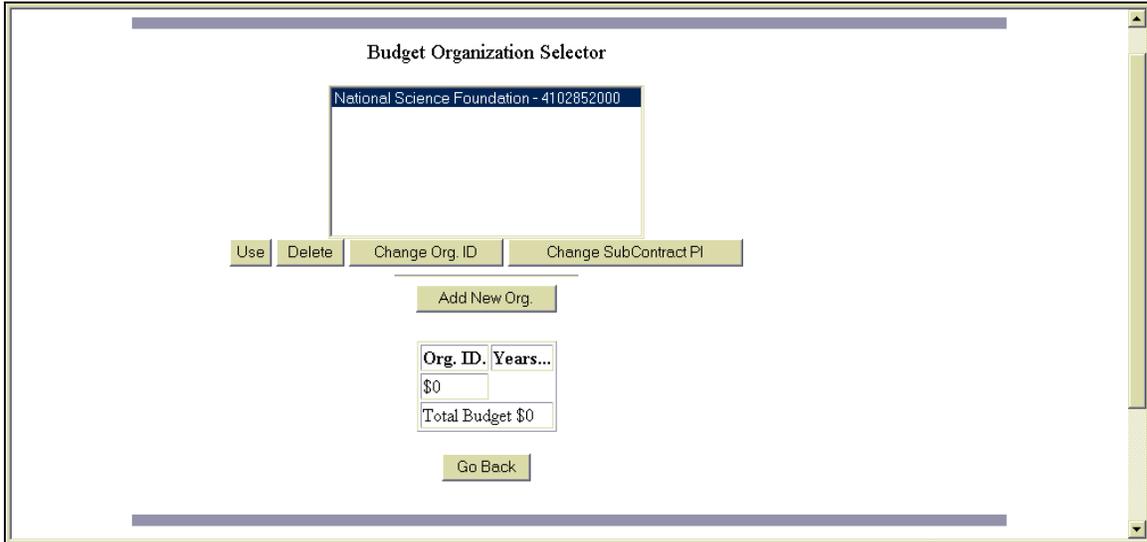


Figure 22. Addition of SubAward (Budgets (Including Justification))

Add/Delete Non Co-Principal Investigator (Co-PI)

Complete the following steps:

1. Click **GO** on *Budgets (Including Justification)*.
2. The *Add/Delete Non Co-PI Section* (Figure 23) will appear.
3. Enter the first name, last name, and middle initial for each senior personnel on the SubAward budget.
4. Click **Add Non Co-PI Senior Person to Proposal** to attach the senior personnel to the SubAward budget.

5. To delete a user, select people already appearing as members on the list and then click on the corresponding button.

**Add/Delete Non Co-Principal Investigator (Co-PI)
Senior Personnel Assigned to Proposal**

No Non Co-PI Senior Personnel

Currently, there are no Non Co-PI Senior Personnel assigned to Proposal #6286965

To Add a new Non Co-PI Senior Personnel to proposal #6286965, type the name of the person in the fields below and click the '**Add Non Co-PI Senior Person to Proposal**' button.

Enter the first name, middle initial, and last name.

First Name:

Middle Initial:

Last Name:

Figure 23. Addition of SubAward (Add/Delete Non Co-PI)

Justification for SubAwardee Selection

This form requires the uploading of the document directly to the page. Complete the following steps:

1. Click **GO** on *Justification for SubAward Selection*.
2. The *Justification for SubAward Selection* (Figure 24) will appear.
3. Enter the path name of the file into the available field

Or

Click **Browse...** to locate the document by searching through available files.

4. Click **Upload File**.

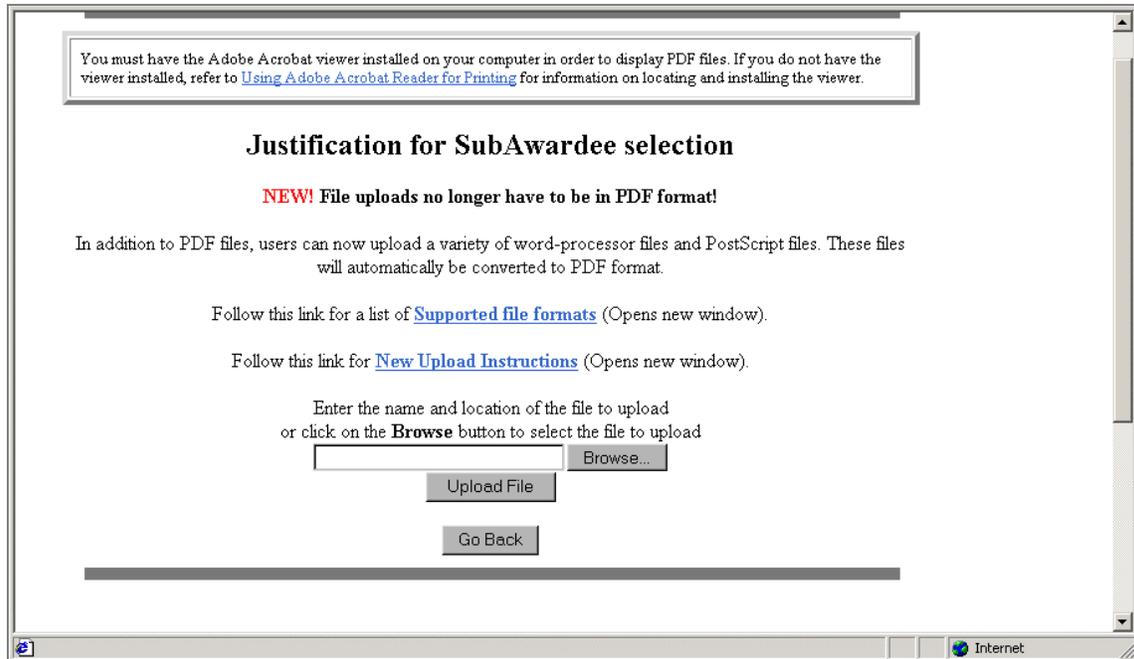


Figure 24. Addition of SubAward (Justification for SubAwardee Selection)

Supplementary Documents

This form requires the uploading of the document directly to the page. Complete the following steps:

1. Click **GO** on *Supplementary Documents*.
2. The *Supplementary Documents Selection* (Figure 25) will appear.
3. Enter the path name of the file into the available field

Or

Click **Browse...** to locate the document by searching through available files.

4. Click **Upload File**.

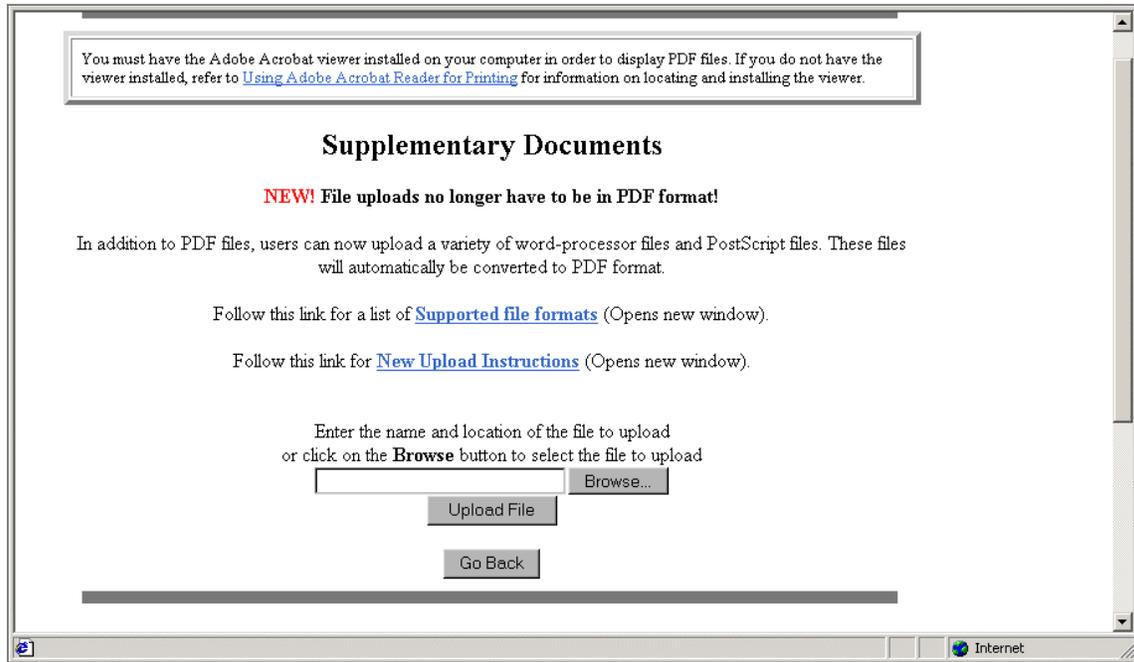


Figure 25. Addition of SubAward (Supplementary Documents)

Withdrawal of PI/Co-PI

Use this notification in the event the PI/Co-PI severs his/her connection with the grantee organization or otherwise relinquishes active direction of the project, the grantee, or equivalent. Complete the following actions:

1. Click on *Withdrawal of PI/Co-PI* radio button from the Select Notification or Request Type Screen (Figure 13) and click **Prepare**.
2. The *Withdrawal of PI/Co-PI Screen* (Figure 26) will appear.
3. Enter the *Rationale for Withdrawal* in the provided text box.
4. Enter the *Impact on the Project* in the provided text box.
5. Click on **Save**. A version of the *View Notification Request Page Screen* (Figure 6) will appear. Follow the same directions found in the *Actions to Notifications/Requests* Section (found on Page 7a-4) to Modify, Delete, or Forward to SPO.

Or

Click **Cancel** to return to the *Select the Notification or Request Type Page* (Figure 13).

The screenshot displays a web-based form titled "Modify Request for Award # : 9996340 Withdrawal of PI/Co-PI". The form includes the following fields and controls:

- Status:** New
- Expiration Date:** 12/31/2002
- Award Title:** CAREER: Transcending the Limits to ILP Processing
- *Rationale for Withdrawal:** A large text input area.
- *Impact on the Project:** A large text input area.
- Buttons:** "Save" and "Cancel" buttons are positioned to the right of the text input areas.

The browser's address bar at the bottom shows "Internet".

Figure 26. Withdrawal of PI/Co-PI Grantee Request

Long-Term Absence of the PI/PD (Over Three Months)

This notification should be made to the grantee notification when the PI/PD will be absent from the project for a period greater than three months (e.g. sabbatical leave). The following conditions are for this notification:

1. This notification is mandatory when a PI will not be able to fulfill his/her duties for over three months. For absences of three months or less, a Short Term Absence of PI/PD (Up To Three Months) should be completed.
2. The PI intends to return.
3. Arrangements must be made for the oversight of the project.
4. Notification must be provided at least 30 days before departure or as soon as practicable after the prospective absence is known.
5. NSF will provide written approval to the grantee if the arrangements are satisfactory, but no formal amendment to the grant will be made.

Complete the following steps for this notification:

1. Click on *Long-Term Absence of the PI/PD (Over Three Months)* radio button from the Select Notification or Request Type Screen (Figure 13) and click **Prepare**.
2. The *Long-Term Absence of the PI/PD (Over Three Months) Screen* (Figure 27) will appear.
3. Enter *From Date* and *To Dates* of the PI absentee period.
 - a. The *From Date* should be less than the *Absence To Date*.
 - b. The difference between the *From Date* and *To Date* should be greater than 3 months.
4. Enter *Justification for Short-Term Absence of the PI/PD* in the provided text box.
5. Enter *Arrangements for Conduct of Project During PIs Absence* in the provided text box.
6. Click on **Save**. A version of the *View Notification Request Page Screen* (Figure 6) will appear. Follow the same directions found in the *Actions to Notifications/Requests* Section (found on Page 7a-4) to Modify, Delete, or Forward to SPO.

Or

Click **Cancel** to return to the *Select the Notification or Request Type Page* (Figure 13).

Modify Request for Award # : 9996340
Long-Term Absence of the PI/PD (Over Three Months) Topic Guidance: [GPM](#)

Status: New

Expiration Date: 12/31/2002

Award Title: CAREER: Transcending the Limits to ILP Processing

***From Date:** (mm/dd/yyyy)

***To Date:** (mm/dd/yyyy)

***Justification for Long-Term Absence of the PI/PD:**

***Arrangements for Conduct of Project During PIs Absence:**

Internet

Figure 27. Long-Term Absence of the PI/PD Grantee Request

NSF Approved No-Cost Extension

If additional time beyond the extension provided by the grantee is required and exceptional circumstances warrant, a formal request must be submitted to NSF. The requestor is encouraged to request for a Grantee Extension before requesting an NSF Approved No-Cost Extension. The following conditions apply regarding this grantee request:

1. The request must be submitted to NSF at least 45 days prior to the expiration date of the grant.
2. The request must explain the need for the extension and include an estimate of the unobligated funds remaining and a plan for their use.
3. Unobligated funds that remain at the expiration of the grant are not in itself sufficient justification for an extension.
4. All NSF-approved extensions must be submitted via FastLane.
5. Grantees are not authorized to extend an award that contains a zero balance.
6. Grantees are cautioned not to make new commitments or incur new expenditures after the expiration date in anticipation of a no-cost extension.
7. The Plan for use of unobligated funds must comply with previously approved objections.

Users must complete the following steps to request:

1. Click on *NSF Approved No-Cost Extension* radio button from the Select Notification or Request Type Screen (Figure 13) and click **Prepare**.
2. The *NSF Approved No-Cost Extension* Screen (Figure 28) will appear.
3. Enter the *Revised Expiration Date* in the provided text box.
4. Enter in the *Remaining Funds* in the provided text box (does not allow \$ signs and commas).
5. Enter the *Justification* in the provided text box.
6. Enter the *Plan for use of unobligated funds*.
7. Click on **Save**. A version of the *View Notification Request Page Screen* (Figure 6) will appear. Follow the same directions found in the *Actions to Notifications/Requests* Section (found on Page 7a-4) to Modify, Delete, or Forward to SPO.

Or

Click **Cancel** to return to the *Select the Notification or Request Type* Page (Figure 13).

Modify Request for Award # : 9984478
NSF Approved No - Cost Extension

Topic Guidance: [GPG](#)

Status: New

Expiration Date: 12/31/2003

Award Amount: \$409,810.00

Award Title: CAREER: Microstructure Evolution and Interfacial Reaction Paths in Cu Alloy Thin Films

Prepared By: Ramanath, Ganapathiraman

Submitted By:

*** Revised Expiration Date:** (MM/YYYY - always expires on the last day of the month)

*** Remaining Funds** (in Whole dollar amount):

*** Justification**

*** Plan for use of unobligated funds** (plan must comply with previously approved objections):

Must be received By NSF Program Office 45 days prior to the expiration of the grant

Save

Cancel

Internet

Figure 28. NSF Approved No-Cost Extension Grantee Request

Pre-award Costs in Excess of 90 Days

The following conditions apply for a request for Pre-award Costs in Excess of 90 Days:

1. Requests must be submitted via FastLane.
2. Pre-award advanced funding is necessary for the effective and economical conduct of the project.
3. Pre-award expenditures are made at the grantee's risk.
4. Grantee authority to approve pre-award costs does not impose an obligation on NSF:
 - a. In the absence of appropriations.
 - b. If an award is not subsequently made.
 - c. If an award is made for a lesser amount than the grantee anticipated.

Complete the following steps for creating the request:

1. Click on *Pre-award Costs in Excess of 90 Days* radio button from the Select Notification or Request Type Screen (Figure 13) and click **Prepare**.
2. The *Pre-award Costs in Excess of 90 days Grantee Request Screen* (Figure 29) will appear.
3. Enter the *To Date* and *From Date* or select a date by using the calendar feature (should be greater than today's date).
4. Enter the *Amount* (Amount fields do not allow \$ signs and commas).
5. Enter the *Justification for Pre-award Costs in Excess of 90 Days*.
6. Click on **Save**. A version of the *View Notification Request Page Screen* (Figure 6) will appear. Follow the same directions found in the *Actions to Notifications/Requests* Section (found on Page 7a-4) to Modify, Delete, or Forward to SPO.

Or

Click **Cancel** to return to the *Select the Notification or Request Type Page* (Figure 13).

Modify Request for Award # : 9996340
Pre-Award Costs in Excess of 90 days

Topic Guidance: [GPM](#)

Status: New

Expiration Date: 12/31/2002

Award Title: CAREER: Transcending the Limits to ILP Processing

From Date: (mm/dd/yyyy)

To Date: (mm/dd/yyyy)

***Amount:** (in whole dollar amount)

***Justification for Pre-Award Costs in Excess of 90 days:**

Internet

Figure 29. Pre-Award Costs in Excess of 90 Days Grantee Request

Rearrangement/Alteration \$25,000 or over

Rearrangements and alterations expenditures exceeding \$25,000 may be allowable under NSF grants to adapt space or utilities within a completed structure to accomplish the objective of the NSF-supported activity as long as it meets the following conditions uses the FastLane Notifications and Requests module or any plans for such rearrangement or alteration should be clearly set forth in the proposal.

Complete the following steps for creating the request:

1. Click on *Rearrangement/Alteration \$25,000 or over* radio button from the Select Notification or Request Type Screen (Figure 13) and click **Prepare**.
2. The *Rearrangement/Alteration \$25,000 or over Grantee Request Screen* (Figure 30) will appear.
3. Enter in *Construction Amount* that is greater than 0 and greater than 10,000 (does not allow \$ signs and commas).
4. Enter in *Description of Construction Activity*.
5. Click on **Save**. A version of the *View Notification Request Page Screen* (Figure 6) will appear. Follow the same directions found in the *Actions to Notifications/Requests* Section (found on Page 7a-4) to Modify, Delete, or Forward to SPO.

Or

Click **Cancel** to return to the *Select the Notification or Request Type* Page (Figure 13).

The screenshot shows a web browser window with the following content:

- Page Title: **Modify Request for Award # : 9996340**
- Page Subtitle: **Rearrangement/Alteration \$25,000 or over (Construction)**
- Topic Guidance: [GPM](#)
- Status: New
- Expiration Date: 12/31/2002
- Award Amount: \$200,000.00
- Award Title: CAREER: Transcending the Limits to ILP Processing
- *Construction Amount: (in whole dollar amount)
- *Description of Construction Activity:
- Buttons: Save, Cancel

Figure 30. Rearrangement/Alteration \$25,000 or Over Grantee Request

Add/Change of PI/Co-PI

The *Add/Change of PI/Co-PI Grantee Request Screen* (Figure 35) appears when *Add/Change of PI/Co-PI* is selected on the *Select the Notification or Request Type Page* (Figure 14). This request is used when a proposed PI or Co-PI wants to replace the current PI or Co-PI or Add a PI/Co-PI. The following conditions apply:

1. Click on *Add/Change of PI/Co-PI* radio button from the Select Notification or Request Type Screen (Figure 13) and click **Prepare**.
2. The *Add/Change of PI/Co-PI Screen* (Figure 31) will appear.

Request for Award 9996340 - Change PI and Add/Change Co-PI
 Status: New Request Topic Guidance: [GPM](#)

1 Confirm Eligibility of Proposed PI/Co-PI
 To make changes to the current PI and/or Co-PI(s), enter the proposed PI/Co-PI's SSN# in the corresponding Proposed PI and Co-PI(s) data fields. To add a new Co-PI enter the SSN# in the next available data field. Click "Check" to confirm eligibility. [Privacy Act](#)

| | PROPOSED SSN# | PROPOSED NAME | | CURRENT NAME |
|--------------------------------------|----------------------|---------------|------------------|---------------|
| Proposed PI: | <input type="text"/> | | Current PI: | Alan Alphaman |
| Proposed Co-PI 1: | <input type="text"/> | | Current Co-PI 1: | |
| Proposed Co-PI 2: | <input type="text"/> | | Current Co-PI 2: | |
| Proposed Co-PI 3: | <input type="text"/> | | Current Co-PI 3: | |
| Proposed Co-PI 4: | <input type="text"/> | | Current Co-PI 4: | |
| <input type="button" value="Check"/> | | | | |

To remove a Co-PI without a replacement from the project, click [Withdrawal of Co-PI](#)
 Contact your SPO if the expected name is not associated with the entered SSN.

PROPOSED:

2 Associated Documents

3 Justification

Figure 31. Add/Change of PI/Co-PI Grantee Request

3. Confirm the eligibility of the PI/Co-PI by entering the SSN of the proposed member in the field next to the appropriate title. PI/Co-PI duplicates are not allowed and at least one PI/Co-PI must be entered in the request.
4. Click **Check**.
5. Incorrect Proposed Names will appear in red (Figure 32). Correct Proposed Names will appear in green (Figure 33).

Request for Award 0000337 - Change PI and Add/Change Co-PI Topic Guidance: [GPM](#)

Status: New Request

1 Confirm Eligibility of Proposed PI/Co-PI
 To make changes to the current PI and/or Co-PI(s), enter the proposed PI/Co-PI's SSN# in the corresponding Proposed PI and Co-PI(s) data fields. To add a new Co-PI enter the SSN# in the next available data field. Click "Check" to confirm eligibility. [Privacy Act](#)

| | PROPOSED SSN# | PROPOSED NAME | | CURRENT NAME |
|-------------------|---|---|--|---------------------------|
| Proposed PI: | <input type="text" value="XXXXXXXXXX"/> | <input checked="" type="checkbox"/> John Smith | | Current PI: alan Alphaman |
| Proposed Co-PI 1: | <input type="text" value="XXXXXXXXXX"/> | <input checked="" type="checkbox"/> Invalid SSN | | Current Co-PI 1: |
| Proposed Co-PI 2: | <input type="text"/> | | | Current Co-PI 2: |
| Proposed Co-PI 3: | <input type="text"/> | | | Current Co-PI 3: |
| Proposed Co-PI 4: | <input type="text"/> | | | Current Co-PI 4: |
| | <input type="button" value="Check"/> | | | |

To remove a Co-PI without a replacement from the project, click: [Withdrawal of Co-PI](#)

Contact your SPD if the expected name is not associated with the entered SSN.

PROPOSED:

2 Associated Documents

3 Justification

Internet

Figure 32. Incorrect Names

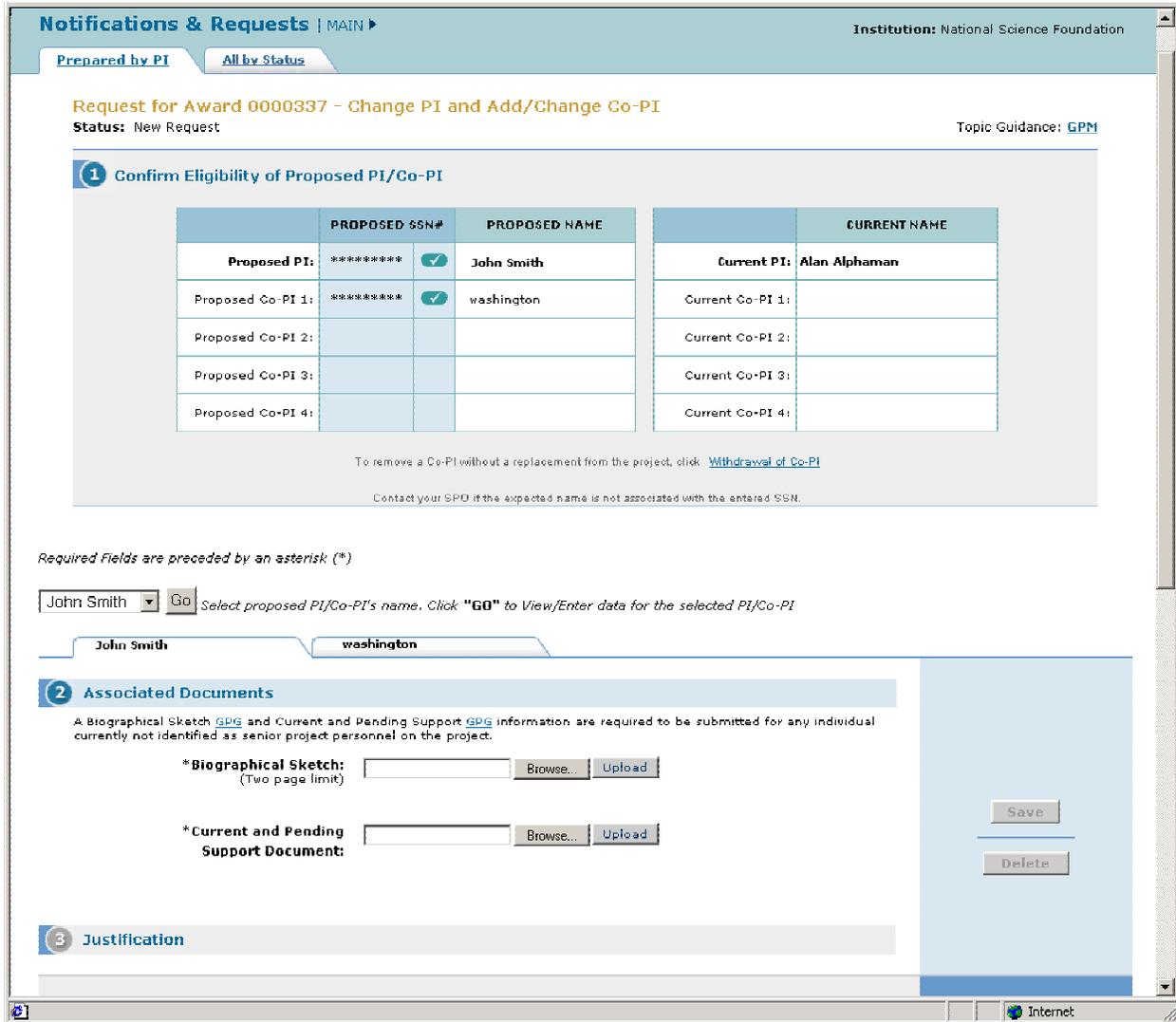


Figure 33. Correct Names and Associated Documents Section and Enabled

6. Part 2, Associated Documents Section is enabled (Figure 33). Part 1, Confirm the Eligibility Section and Section 3, Justification are disabled.

7. To add *Biographical Sketch*, click on **Browse...**

Or

Enter in the document’s location to select the appropriate files for upload.

8. A *PDF Conversion/Compliance Check Screen* (Figure 34) will appear to notify you that the Biographical Sketch is being converted for compliance in the request application process.

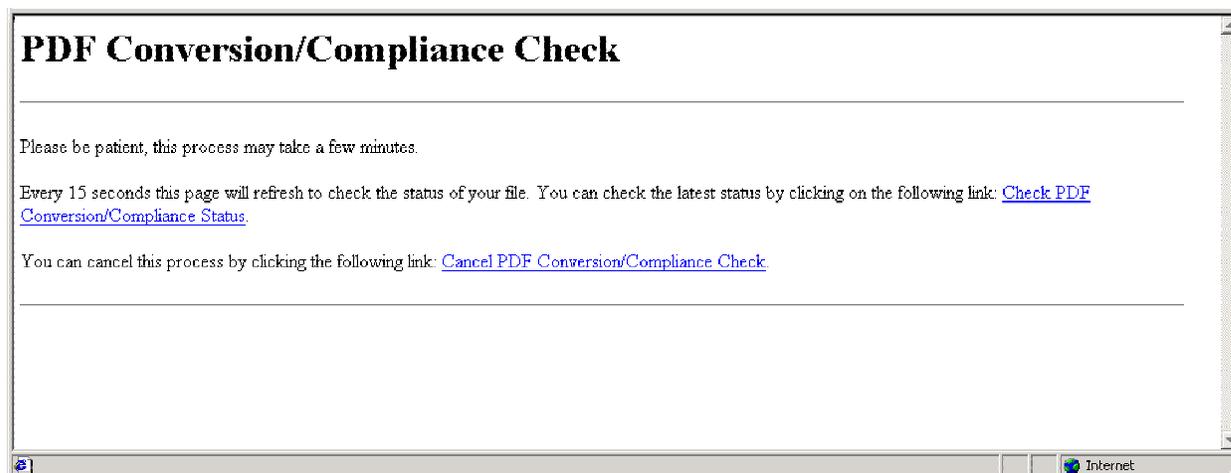


Figure 34. PDF Conversion/Compliance Check

9. Once complete, a *File Successfully Converted/Checked Screen* (Figure 35) will appear. You will be able to proofread the Biographical Sketch.



Figure 35. File Successfully Converted/Checked Screen

10. Close the File Successfully Converted/Checked Screen.
11. Click **Upload**.
12. To add *Current and Pending Supporting Document*, repeat steps 7 through 11.
13. The Justification Section is enabled (Figure 36).

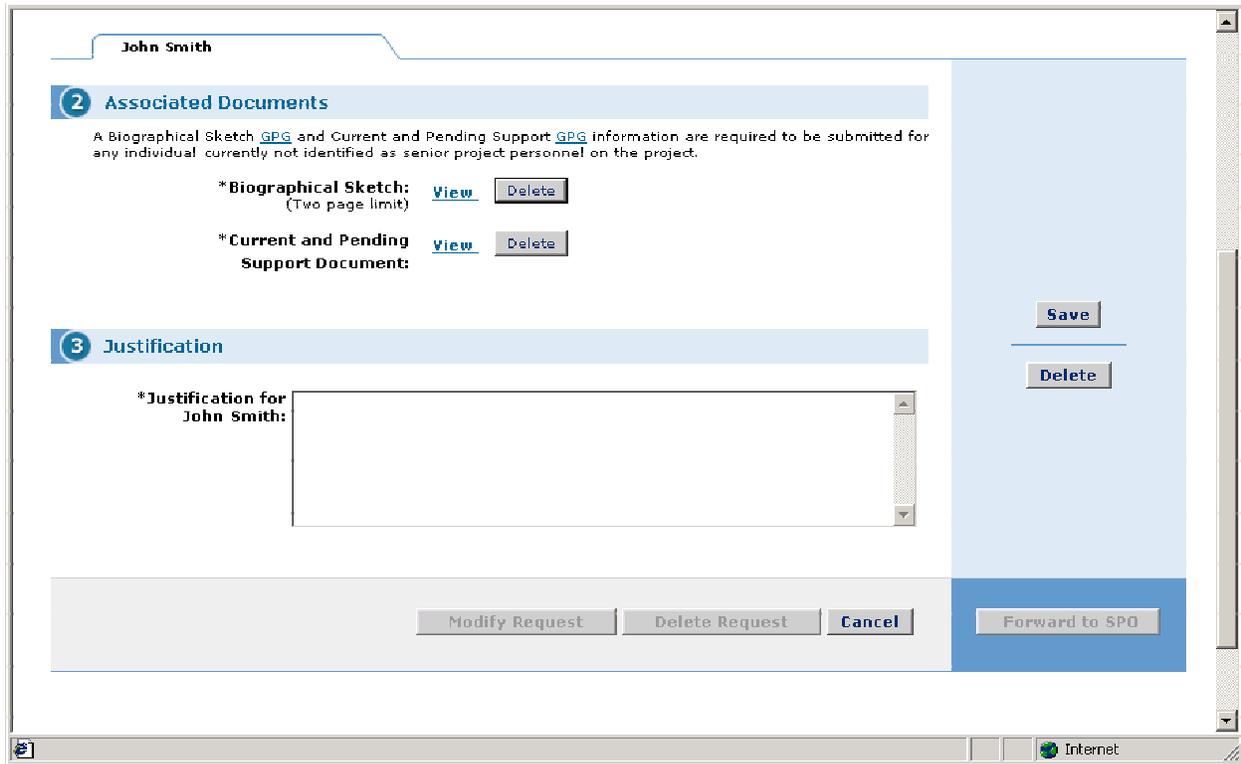


Figure 36. Justification Screen Enabled

14. Enter required field, *Justification For Request*, to explain the change in the corresponding text box.
15. Click **Save**.
16. The Modify Request, Delete Request, Cancel, and Forward to SPO buttons are enabled (Figure 37).

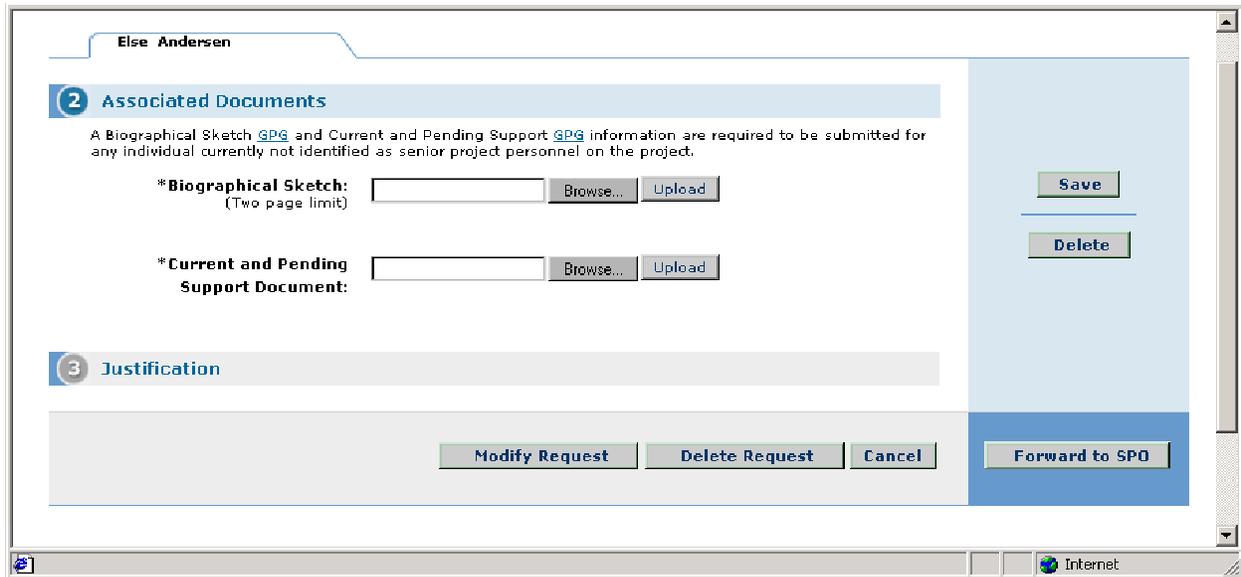


Figure 37. Buttons Enabled

17. Click **Modify Request** to modify the saved request.

Or

Click **Delete Request** to delete the saved request.

Or

Click **Cancel** to return to Figure 41.

Or

Click **Forward to SPO**.

18. If Forward to SPO is selected, a screen will appear asking if you are sure about your action (Figure 38).

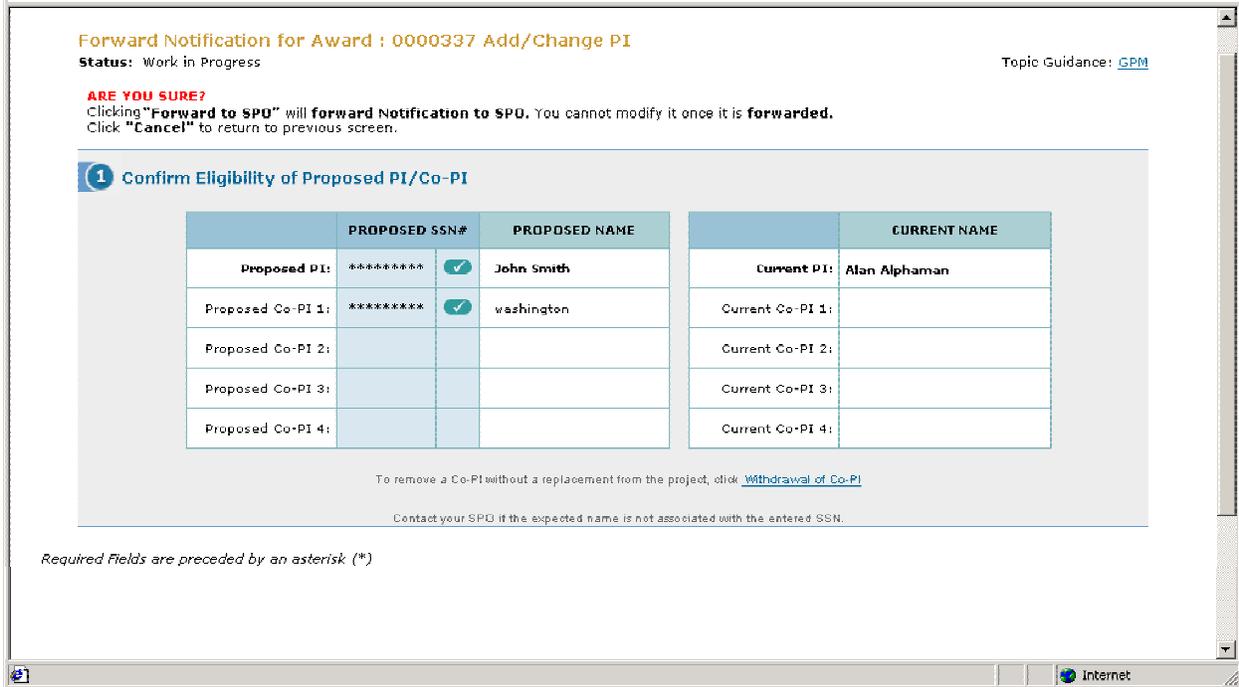


Figure 38. Confirmation Screen

19. If you are sure, click **Forward to SPO**.
Or
If you do not wish to proceed, click **Cancel** to go back to Figure 41.
20. A Final Confirmation Screen will appear (Figure 39).

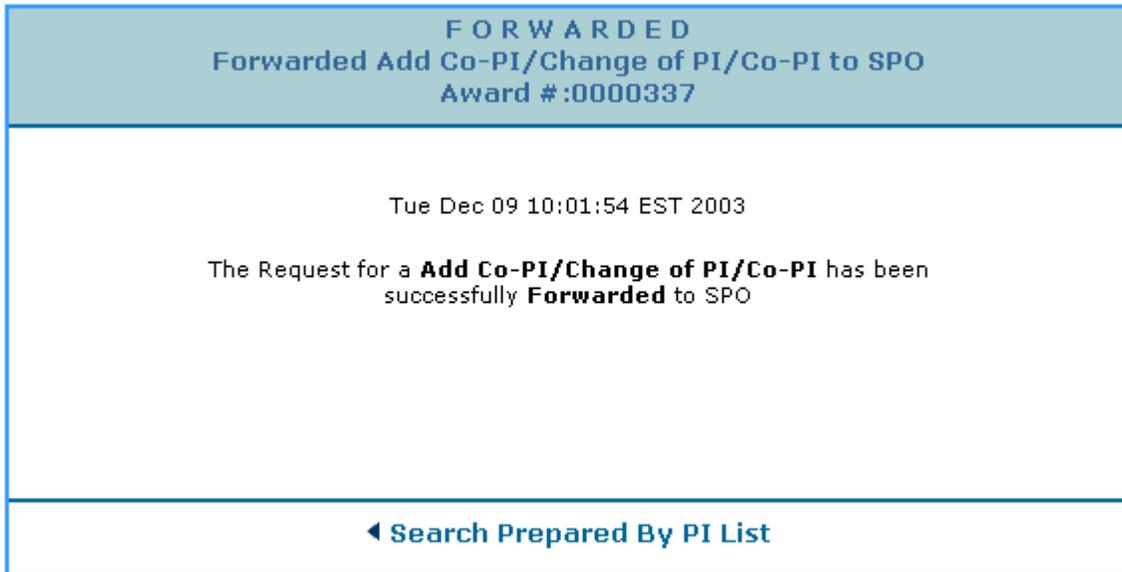


Figure 39. Final Confirmation Screen

21. Click on Search Prepared by PI.
22. The *Prepared by PI Tab Screen* (Figure 4) will appear.

Significant Change in Person-Months Devoted to Project

If the PI will devote substantially less time to the project than anticipated in the proposal (a reduction of 25% or more in time), consultation should be made with appropriate officials of the grantee organization and NSF. Complete the following steps for creating this request:

1. Click on *Pre-award Costs in Excess of 90 Days* radio button from the Select Notification or Request Type Screen (Figure 13) and click **Prepare**.
2. The *Significant Change in Person-Months Devoted to Project Grantee Request Screen* (Figure 40) will appear.
3. Enter in the *Original Time Commitment* and *Revised Time Commitment* (the original and revised times should be between 1 and 255 month integers).
4. Enter in the *Justification for Significant Change in Person-Months Devoted to Project*.
5. Enter in the *Impact on the Project*.
6. Click on **Save**. A version of the *View Notification Request Page Screen* (Figure 6) will appear. Follow the same directions found in the *Actions to Notifications/Requests* Section (found on Page 7a-4) to Modify, Delete, or Forward to SPO.

Or

Click **Cancel** to return to the *Select the Notification or Request Type Page* (Figure 13).

The screenshot shows a web browser window with the following content:

- Page Title: **Modify Request for Award # : 9996340**
- Page Subtitle: **Significant Change in Person - Months Devoted to Project**
- Topic Guidance: [GPM](#)
- Status: New
- Expiration Date: 12/31/2002
- Award Title: CAREER: Transcending the Limits to ILP Processing
- *Original Time Commitment: (Months in integer number)
- *Revised Time Commitment: (Months in integer number)
- *Justification for Significant Change in Person-Months Devoted to Project:
- *Impact on the Project:
- Buttons: **Save** and **Cancel**

Figure 40. Significant Change in Person-Months Devoted to Project Grantee Request

Changes in Objective or Scope

Neither the phenomena under study nor the objectives of the project stated in the proposal or agreed modifications thereto should be changed without prior NSF approval. Such changes should be proposed to the cognizant NSF Program Officer by submitting this request. Complete the following steps to create this request:

1. Click on *Changes in Objective or Scope* radio button from the Select Notification or Request Type Screen (Figure 13) and click **Prepare**.
2. The *Changes in Objective or Scope Grantee Request Screen* (Figure 41) will appear.
3. Enter in *Proposed Changes in Objective or Scope* in the provided text box.
4. Enter in *Justification for Changes in Objective or Scope* in the provided text box.
5. Click on **Save**. A version of the *View Notification Request Page Screen* (Figure 6) will appear. Follow the same directions found in the *Actions to Notifications/Requests* Section (found on Page 7a-4) to Modify, Delete, or Forward to SPO.

Or

Click **Cancel** to return to the *Select the Notification or Request Type Page* (Figure 13).

Modify Request for Award # : 9996340
Changes in Objective or Scope

Status: New

Expiration Date: 12/31/2002

Award Title: CAREER: Transcending the Limits to ILP Processing

*Proposed Changes in Objective or Scope:

*Justification for Changes in Objective or Scope:

Save

Cancel

Topic Guidance: [GPM](#)

Internet

Figure 41. Changes in Objective or Scope Grantee Request

Reallocation of Funds Budgeted for Participant or Trainee Support Costs

Participant support costs are direct costs for items such as stipends or fees paid to or on behalf of participants or trainees. Funds provided for participant support may not be used by grantees for other categories of expense without the specific prior approval of the cognizant NSF Program Officer. This request is used for that approval request. Complete the following steps to create the request:

1. Click on *Reallocation of Funds Budgeted for Participant or Trainee Support Costs* radio button from the Select Notification or Request Type Screen (Figure 13) and click **Prepare**.
2. The *Reallocation of Funds Budgeted for Participant or Trainee Support Costs Grantee Request Screen* (Figure 42) will appear.
3. Enter in *Originally Approved Amount* in the provided text box.
4. Enter in the *Revised Amount* in the provided text box (ensure that the Original Amount is different from the Revised Amount).
5. Enter in the *Justification for Reallocation of Funds Budgeted For Participants or Trainee Support Costs*.
6. Click on **Save**. A version of the *View Notification Request Page Screen* (Figure 6) will appear. Follow the same directions found in the *Actions to Notifications/Requests* Section (found on Page 7a-4) to Modify, Delete, or Forward to SPO.

Or

Click **Cancel** to return to the *Select the Notification or Request Type Page* (Figure 13).

Modify Request for Award # : 9996340
Reallocation of Funds Budgeted for Participant or Trainee Support Costs
Topic Guidance: [GPM](#)

Status: New
Topic Guidance: [GPM](#)
Expiration Date: 12/31/2002
Award Amount: \$200,000.00
Award Title: Non-FastLane

*Originally Approved Amount: (in whole dollar amount)
*Revised Amount: (in whole dollar amount)
*Justification for Reallocation of Funds Budgeted for Participant or Trainee Support Costs:

Save
Cancel

Internet

Figure 42. Reallocation of Funds Budgeted for Participant or Trainee Support Costs Grantee Request

Search for all Notifications and Requests by Status

The *All by Status Tab* (Figure 43) displays all notifications and requests by their current status. The list shows Notifications and Requests by the following criteria:

- Award Number
- PI Name
- Division/Department
- Notification/Request Type
- Award Date
- Status.

The list can be sorted by any of these options by clicking on the column title. Click on the specific Notification/Request Type to view a document.

Notifications & Requests | MAIN ▶ Institution: National Science Foundation

[Prepared by PI](#) [All by Status](#)

🔍 Search for Notifications / Requests for National Science Foundation by any of the following:

Status: work in progress Returned to PI Submitted to NSF Approved by NSF All

Award #: Last Name: Division / Dept:

Date Range (mm/dd/yyyy) From: To:

Click on the Notifications/Requests link to continue to administer N/R functions. Sort results by clicking column title.

No Notification/Requests found. 1

| Award Number | Prepared By | Submit Date | Division / Department | Notification / Request Type | Status Date | Status | Amd |
|------------------------------|-----------------------------|-----------------------------|---------------------------------------|---|-----------------------------|------------------------|---------------------|
| Nothing found to display | | | | | | | |

Export options: Excel

[How to Configure Your Browser to Transfer Report Data into a Spreadsheet](#)

Figure 43. All By Status Tab

The Status function (circled in Figure 44) allows all of the notifications and requests to be filtered down by an additional set of criteria.

- **Work in Progress.** The documents that would be displayed on the first tab in the Notifications/Requests section.
- **Returned to PI.** Previous works in progress cannot be viewed.
- **Submitted to NSF.** Documents submitted to NSF can be viewed.

- **Approved by NSF.** Confirms that NSF has received documentation.
- **All.** All of the previous categories will be displayed.

Search for Notifications / Requests for National Science Foundation by any of the following:

Status: Work in progress
 Returned to PI
 Submitted to NSF
 Approved by NSF
 All

Award #:

Last Name:

Division / Dept:

Date Range (mm/dd/yyyy)
From:
To:

Search

Figure 44. Search function